



Town of Saugus

Human Resources
298 Central Street
Saugus, Massachusetts 01906
Telephone: (781) 231-4126 Fax: (781) 231-5666



Job Posting

Job Title: Custodian

Location: Town of Saugus

Schedule: Monday to Friday

Pay Rate: (Union Scale): \$38,207.15 - \$45,084.73

Job Summary:

Under the direction of the Facilities manager, this position is responsible for performing janitorial duties at Town owned properties.

Essential Functions:

Daily job responsibilities/functions to include, but not limited to:

- Vacuuming, sweeping, and mopping of flooring and stairs.
- Clean and sanitize bathrooms.
- Clean sinks, countertops, microwaves, and refrigerators in break rooms.
- Restock supplies in bathrooms, break rooms and common areas.
- Empty all trash cans and replace liners, clean receptacles as necessary.
- Dusting and cleaning office desks and furniture that are not cluttered.
- Cleaning windowsills and windows.
- Maintain janitor closets in a clean, organized and safe manner.

Knowledge, Skills and Abilities:

- Good communication and interpersonal skills.
- Good client/customer service skills.
- Ability to follow oral and written instructions.
- Ability to prioritize multiple tasks.
- Ability to work effectively with a team.
- Ability to work independently as needed to support the group effort.
- Basic knowledge of cleaning products or willing to learn.

Qualifications: High School Diploma

Posting Date: Open until filled

Application: Please e-mail all cover letters/resumes to Human Resources Manager, Gabriela Lagattolla at glagattolla@saugus-ma.gov.

**Town of Saugus
Job Description**

Job Title: CUSTODIAN –

Department: Inspectional Services – Buildings Department

Reports To: ISD Director

Preparation Date: March 15, 2011

Approved By: _____
Town Manager

Approved Date: _____

SUMMARY OF JOB

Keeps premises of Town building(s) in clean and orderly condition by performing the following duties.

ESSENTIAL DUTIES AND JOB RESPONSIBILITIES

Cleans and polishes lighting fixtures, marble surfaces and trim.

Cleans rooms, hallways, lobbies, lounges, rest rooms, corridors, elevators, stairways and locker rooms and other work areas.

Sweeps, scrubs, waxes and polishes floor.

Cleans rugs, carpets, upholstered furniture and draperies.

Dusts furniture and equipment.

Polishes metalwork.

Washes walls, ceiling and woodwork.

Washes windows, door panels and sills.

Empties wastebaskets and picks up any loose trash around building.

Transports trash and waste to disposal area.

Orders supplies and takes trips to the hardware store for supplies when necessary.

Replenishes bathroom supplies.

Replaces light bulbs and changes ceiling tiles as needed.

Delivers messages.

Shoveling of snow from stairs and walkways.

Performs landscape cleanup, cleans outside drain traps, pressure washes walkways and removes graffiti from walls, furniture, and the outside of the building as needed.

Transports small equipment or tools between departments.

Sets up tables and chairs in auditorium or hall and moves and rearranges furniture as needed.

Organizes storage spaces.

Other duties may be assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of both.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES

Ability to operate cleaning equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required regularly to stand; walk; sit; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell.

The employee must regularly lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions and is regularly exposed to wet and/or humid conditions. The employee occasionally works near moving mechanical parts.

The noise level in the work environment is usually quiet.